

# CITY OF BEAVERTON

## Senior Transportation Planner

### General Summary

Administer and coordinate activities related to City transportation planning needs, addressing long range and current planning studies, plans, programs, and projects. This classification is responsible for necessitating interagency and interdepartmental communication and for representing the City's policy positions and codes related to transportation on major regional or area transportation plans, policies and programs.

### Key Distinguishing Duty

Serve as the City's lead planner for transportation, including for long range and current planning studies, plans, programs, and projects.

### Essential Functions

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

1. Coordinate with public agency staff, citizens, and City staff on various transportation system issues, including communication of transportation system issues during meetings through appropriate forms of written and verbal communication.
2. Coordinate with consultants on transportation studies for long range and current planning project needs, including management of the development of goals and expectations for consultant-prepared studies relating to current development Traffic Impact Analyses and long-range transportation needs assessments.
3. Prepare and manage updates to and maintenance of the City Transportation System Plan (TSP), Transportation Element of the Comprehensive Plan, codes and standards.
4. Manage consultants and contracts; Prepare RFPs, RFQs, and IGAs.
5. Prepare, present and review staff reports, technical analyses, traffic analysis reports, model results, findings and conditions of approval associated with current and long-range plans and projects.
6. Provide technical and logistical support related to development and delivery of the capital improvement plan and capital improvement projects, including inventorying, tracking, identifying, and recommending projects in the City Transportation Capital Improvement Plan and the City's Transportation Development Tax (TDT) eligible project list.
7. Serve as internal and external liaison for the City for modal committees including bicycle, pedestrian, freight, TDM, TSM, and transit. Coordinate with and inform as appropriate senior

administration, Planning Commission, City Council, Traffic Commission, and Bicycle Advisory Committee.

8. Collaborate with transportation and utilities engineers on transportation plans and studies.
9. As the designated Employee Transportation Coordinator, perform the duties of the position and implement the City's adopted Employee Commute Options Program.
10. Prepare and review a variety of transportation planning documentation, including reports, studies, analyses, computer modeling, draft and final plans, maps, drawings, cost estimates, specifications, and correspondence.
11. Respond to requests for information involving transportation-related issues and planning projects from agencies, citizens, and City staff, including responding to complaints in an appropriate manner, answering questions, and researching City records and documents.
12. Serve as a lead worker as assigned, including instructing and directing the work of other employees.
13. Serve as a model for accomplishing City's vision and goals. Model and promote an environment that supports the highest quality results. Provide excellent internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution.
14. Provide direction and training where appropriate and set standards for excellent internal and external customer service. Promote professional and courteous behavior with a creative approach to problem resolution.
15. Produce acceptable quantity and quality of work that is completed within established timelines.
16. Follow standards as outlined in the Employee Handbook.
17. Participate in the City's Emergency Management program including classes, training sessions and emergency events.
18. Represent the division and/or City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required. May be required to provide leadership in emergency situations. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
19. Actively promote and support diversity in the workplace through staffing, promotions, training and career development. Model respect for diversity in the workplace.

## **Other Functions**

1. Perform related duties of a similar scope and nature.

### **Knowledge Required for Entry**

- ◆ Expert knowledge of federal, state and regional transportation policies, codes, programs, and practices.
- ◆ Advanced knowledge of the standards, laws, codes, ordinances and regulations governing comprehensive long/short range urban planning including permitting and the land use applications process.
- ◆ Advanced knowledge of current issues, trends, practices and principles of comprehensive long/short range urban planning.
- ◆ Working knowledge of geographic information systems.
- ◆ Working knowledge of public purchasing and contracting laws and regulations.

### **Required Skills and Abilities**

- ◆ Provide expert-level land use and transportation planning interpretation and analysis.
- ◆ Model land use, traffic, and transportation system information to determine applicable plans and policies, zoning requirements and capacity of land.
- ◆ Productively manage and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- ◆ Demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- ◆ Establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Communicate effectively both verbally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public; make effective presentations and develop reports that may include technical information.
- ◆ Attend required meetings, which may take place during the evenings or weekends.
- ◆ Effectively use word processing, spreadsheet, and other software applications as required for position.
- ◆ Regular, punctual attendance at assigned work location.

### **Minimum Qualifications Required**

Bachelor's degree with major course work in transportation planning, engineering, land use planning, urban studies, or a related field, and five years of progressively responsible professional experience in transportation planning preferably in an urban environment; or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

A Master's degree in transportation planning, engineering, land use planning, urban studies, or a related field is preferred; certificate in transportation is preferred.

### **Licensing/Special Requirements**

- ◆ Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.
- ◆ American Institute of Certified Planners (AICP) certification preferred.

### **Working Conditions**

Regular focus on a computer screen; occasional dealing with distraught or difficult individuals; attendance at meetings or activities outside of normal working hours; operation of a motor vehicle on public roads.

### **Classification History**

Created: October 2013

Status: M2

FLSA: Exempt

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Department Head Signature

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Human Resources Signature

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Date

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Date